

# 8


## Assistance Payment Report

The Assistance Payment Report lists all certification transactions within a contract or project and shows assistance payment amounts within a specified date range or voucher date.

The Assistance Payment Report option can be selected from the TRACS Main Menu.

From the Assistance Payment Report



screen, the  displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

### ***Objectives***

By the end of this chapter, you will be able to:

- Query all certification transactions within a contract or project
- Show assistance payment amounts within a specified date range or voucher date
- View query data from browser
- Download and print a Assistance Payment Report

## 8.1 To access the Assistance Payment Query Screen:

1. From the TRACS Main Menu, click on the Assistance Payment link, and the following query screen (Figure 1) displays:

**TRACS Assistance Payment Query**

*Enter the Contract or Project Number:*

Contract Number:  or Project Number:

*Select a Date Type and Enter a Voucher Date or Date Range:*

Date Type:

☒ Voucher Date  
☐ Effective Date  
☐ TRACS Processed Date

Voucher Date: (MM/DD/YYYY)  / 01 /

Date Range:

From Date: (MM/DD/YYYY)  /  /

To Date: (MM/DD/YYYY)  /  /

Sort By: Unit ☒ or Name ☐

Report By: Browser ☒ or Download ☐

*NOTE: required HUD/HUDweb icons at bottom of screen.*

**Figure 1. Assistance Payment Query**


## 8.2 To submit a Assistance Payment Query:

1. From the Assistance Payment Query Screen, select the contract or project by scrolling to the desired contract number or project number.

*Note: The Contract Number is an 11-character field with no blanks allowed. The Project Number is an 8-character field with no blanks allowed.*

2. Select one of the following Date Types: Voucher Date, Effective Date, or TRACS Processed Date.

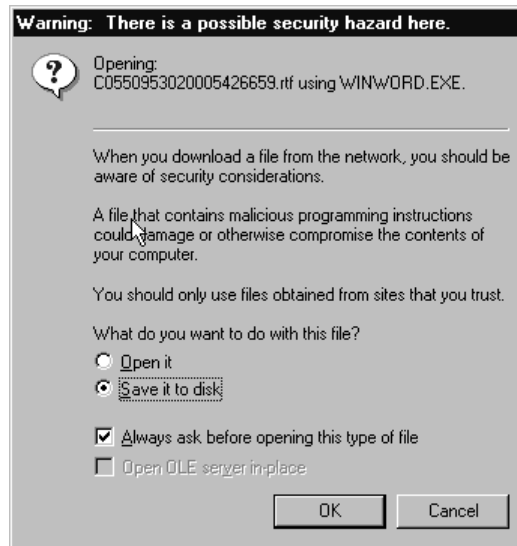
3. Specify date by entering a Voucher Date or a Date Range.

 *Note: All dates have three fields: Month, Day, and Year fields; however, for a Voucher Date, the Day field is fixed at 01 and cannot be edited. In other words, date ranges must begin and end on the first day of the month. For Date Range, none of the Month-Day-Year fields are fixed, and two dates are required: a From Date and a To Date. Month and Day fields are two digits each; the Year field is four digits.*

4. Select how the query will sort data; by Unit or by Name.
5. To view the report on-line, select Browser. To download report data to an ASCII file, click Download. (See next section) The default value for report type is Browser.
6. Click Submit to start the Query.

### 8.3 To download the Assistance Payment Report:

1. Click Reported by: Download; the following **Security Warning** screen (Figure 2) displays:



**Figure 2. Security Warning Screen**

2. Select Save it to disk to name and save the file to your hard drive.

The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names*. An example of an ASCII file is displayed in Figure 3. Figures 4(a) through 4(f) are six examples of the Assistance Payment Report.

```
Voucher Date,Contract Number,Area Code,Office Code,Units in Contract,Units Receiving Subsidy,Units Vacant Under this Contract,
05/01/2000,KY36A002001,05,01,,,,,1,1,1,1,1,1,1,1,1,1,1,1,N,10,N,1,05/01/2000
```

Figure 3. ASCII File

**U.S. Department of Housing and Urban Development  
TRACS Assistance Payment Report**

<sup>1</sup>Contract Number: AR37T801012      Voucher Date: 12/01/2003  
Sorted By: Name

Tenant Name	SSN	Unit Num	Effective Date	Cert Type	Act Cd	Sub #	Action Effect Date	TRACS Process Date	TRACS Calc AP	MAT AP	AP Diff	TTP	Annual Income	Adjust Income	Con Rent	Util Allw	<sup>3</sup> Project	Sub Type	Vouch Date
Sandstone, J.	999888777	2A	12/01/2003	MI		1	12/01/2003	12/20/2003	\$218	\$200	\$18	\$111	\$14854	\$44599	\$300	\$29	11535024	1	12/2003
Thomas, S	999999888	1C	12/01/2002	AR		3	12/01/2002	12/20/2003	\$442	\$442	\$0	\$300	\$2496	\$1536	\$480	\$0	11535024	1	12/2003
Total TRACS Calculated Assistance Payment:									\$660										
Total MAT Assistance Payment:									\$642										
Total Assistance Payment Difference:									\$18										

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Figure 4(a) Sample Assistance Payment Report  
(Query by Contract & Voucher Date, Sorted by Name)

**U.S. Department of Housing and Urban Development  
TRACS Assistance Payment Report**

<sup>1</sup>Project Number: 11535024      Voucher Date: 12/01/2003  
Sorted By: Unit

Tenant Name	SSN	Unit Num	Effective Date	Cert Type	Act Cd	Sub #	Action Effect Date	TRACS Process Date	TRACS Calc AP	MAT AP	AP Diff	TTP	Annual Income	Adjust Income	Con Rent	Util Allw	<sup>3</sup> Contract	Sub Type	Vouch Date
Thomas, S	999999888	1C	12/01/2002	AR		3	12/01/2002	12/20/2003	\$442	\$442	\$0	\$300	\$2496	\$1536	\$480	\$0	AR37T801012	1	12/2003
Sandstone, J.	999888777	2A	12/01/2003	MI		1	12/01/2003	12/20/2003	\$218	\$200	\$18	\$111	\$14854	\$44599	\$300	\$29	AR37T801056	1	12/2003
Total TRACS Calculated Assistance Payment:									\$660										
Total MAT Assistance Payment:									\$642										
Total Assistance Payment Difference:									\$18										

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Figure 4(b) Sample Assistance Payment Report  
(Query by Project & Voucher Date, Sorted by Unit)

**U.S. Department of Housing and Urban Development  
TRACS Assistance Payment Report**

<sup>1</sup>Contract Number: AR37T801012      TRACS Processed Date Range: 12/20/2002 – 12/20/2003  
Sorted By: Name

Tenant Name	SSN	Unit Num	Effective Date	Cert Type	Act Cd	Sub #	Action Effect Date	TRACS Process Date	TRACS Calc AP	MAT AP	AP Diff	TTP	Annual Income	Adjust Income	Con Rent	Util Allw	<sup>3</sup> Project	Sub Type	Vouch Date
Sandstone, J.	999888777	2A	12/01/2003	MI		1	12/01/2003	12/20/2003	\$218	\$200	\$18	\$111	\$14854	\$44599	\$300	\$29	11535024	1	12/2003
Thomas, S	999999888	1C	12/01/2002	AR		3	12/01/2002	12/20/2003	\$442	\$442	\$0	\$300	\$2496	\$1536	\$480	\$0	11535024	1	12/2003
Total TRACS Calculated Assistance Payment:									\$660										
Total MAT Assistance Payment:									\$642										
Total Assistance Payment Difference:									\$18										

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**Figure 4(c) Sample Assistance Payment Report (Sorted by Name)**  
**(Query by Contract & Effective Date, Sorted by Name)**

**U.S. Department of Housing and Urban Development**  
**TRACS Assistance Payment Report**

<sup>1</sup>Project Number: 11535024  
Sorted By: Unit

Effective Date Range: 12/01/2002 – 12/01/2003

Tenant Name	SSN	Unit Num	Effective Date	Cert. Type	Act. Cd	Sub #	Action Effect Date	TRACS Process Date	TRACS Calc AP	MAT AP	AP Diff	TTP	Annual Income	Adjust Income	Con. Rent	Util Allw	<sup>1</sup> Contract	Sub Type	Vouch. Date
Thomas, S	999999668	1C	12/01/2002	AR		3	12/01/2002	12/20/2003	\$442	\$442	\$0	\$300	\$2496	\$1536	\$460	\$0	AR37T801012	1	12/2003
Sandstone, J.	999688777	2A	12/01/2003	MI		1	12/01/2003	12/20/2003	\$218	\$200	\$18	\$111	\$14854	\$44599	\$300	\$29	AR37T801012	1	12/2003

Total TRACS Calculated Assistance Payment: \$660  
Total MAT Assistance Payment: \$642  
Total Assistance Payment Difference: \$18

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**Figure 4(d) Sample Assistance Payment Report**  
**(Query by Project & Effective Date, Sorted by Unit)**

**U.S. Department of Housing and Urban Development**  
**TRACS Assistance Payment Report**

<sup>1</sup>Contract Number: AR37T801012  
Sorted By: Name

TRACS Processed Date Range: 12/20/2002 – 12/20/2003

Tenant Name	SSN	Unit Num	Effective Date	Cert. Type	Act. Cd	Sub #	Action Effect Date	TRACS Process Date	TRACS Calc AP	MAT AP	AP Diff	TTP	Annual Income	Adjust Income	Con. Rent	Util Allw	<sup>1</sup> Project	Sub Type	Vouch. Date
Sandstone, J.	999688777	2A	12/01/2003	MI		1	12/01/2003	12/20/2003	\$218	\$200	\$18	\$111	\$14854	\$44599	\$300	\$29	11535024	1	12/2003
Thomas, S	999999668	1C	12/01/2002	AR		3	12/01/2002	12/20/2003	\$442	\$442	\$0	\$300	\$2496	\$1536	\$460	\$0	11535024	1	12/2003

Total TRACS Calculated Assistance Payment: \$660  
Total MAT Assistance Payment: \$642  
Total Assistance Payment Difference: \$18

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**Figure 4(e) Sample Assistance Payment Report**  
**(Query by Contract & TRACS Processed Date, Sorted by Name)**

**U.S. Department of Housing and Urban Development**  
**TRACS Assistance Payment Report**

<sup>1</sup>Project Number: 11535024  
Sorted By: Unit

TRACS Processed Date Range: 12/20/2002 – 12/20/2003

Tenant Name	SSN	Unit Num	Effective Date	Cert. Type	Act. Cd	Sub #	Action Effect Date	TRACS Process Date	TRACS Calc AP	MAT AP	AP Diff	TTP	Annual Income	Adjust Income	Con. Rent	Util Allw	<sup>1</sup> Contract	Sub Type	Vouch. Date
Thomas, S	999999668	1C	12/01/2002	AR		3	12/01/2002	12/20/2003	\$442	\$442	\$0	\$300	\$2496	\$1536	\$460	\$0	AR37T801012	1	12/2003
Sandstone, J.	999688777	2A	12/01/2003	MI		1	12/01/2003	12/20/2003	\$218	\$200	\$18	\$111	\$14854	\$44599	\$300	\$29	AR37T801012	1	12/2003

Total TRACS Calculated Assistance Payment: \$660  
Total MAT Assistance Payment: \$642  
Total Assistance Payment Difference: \$18

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**Figure 4(f) Sample Assistance Payment Report**  
**(Query by Project & TRACS Processed Date, Sorted by Unit)**